FEMA Mitigation e-Grants

System Training

Subgrant Applicant
Quick Reference Guide

April 9, 2003 Version 1.01.00

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Introduction

Overview

Welcome to the Federal Emergency Management Agency's (FEMA's) Mitigation ***e-Grants*** Management System!

The objective in developing this system was to provide States, federally recognized Tribal governments applying to FEMA, local communities, and recognized nonprofit agencies with the ability to apply for and manage their grant application processes electronically. FEMA developed this intuitive, user-friendly, Web-based system, which follows the current paper-based application process.

Relationships established for processing the paper applications are used in ***e-Grants***. With this electronic system, local entities rely on their States to provide access codes and to review and approve their applications for grant funds. The States review and approve the local applications and include them in their grant applications. The States and Tribal governments apply directly to FEMA. Revisions and amendments are all handled electronically. Paper attachments can be scanned and attached to the applications as necessary and if preferred.

We trust your experience with ***e-Grants*** will be successful. We are continuing to improve the system. Your input and comments are valuable as we streamline this nationwide process, which currently varies from region to region and State to State. We are providing a toll-free telephone number for assistance with ***e-Grants***: 1-866-476-0544. For answers to eligibility and program questions, local entities should contact their State contacts, and the States contact their FEMA Regional offices.

About This Guide

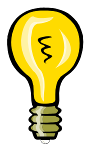
This guide introduces you to the FEMA's Mitigation ***e-Grants*** System and helps you to master creating and submitting subgrant applications to FEMA.

This guide tells you:

- About the Mitigation ***e-Grants*** System
- How to access the Mitigation ***e-Grants*** System

- How to use the Mitigation ***e-Grants*** System to create and submit subgrant applications
- How to use the Mitigation ***e-Grants*** System to manage a subgrant application as it progresses through the application and award processes

In addition, this guide offers tips to help you enter the information needed and use the Mitigation ***e-Grants*** System effectively.



Look for this symbol for tips on how to use ***e-Grants*** effectively.

This guide is a "quick reference guide." It focuses specifically on the information you need to step through the tasks associated with creating, managing, and submitting grant and subgrant applications.

Your Experience

This guide assumes that you know how to use a personal computer and are familiar with how to operate the computer using the Microsoft Windows operating system. It also assumes that you have at least some experience working with Web-based applications and Internet browsers.

Welcome to the Mitigation *e-Grants* System

The Mitigation *e-Grants* System

The Mitigation ***e-Grants*** System (***e-Grants***) is a Web-based solution that allows grant and subgrant applicants to use the World Wide Web to apply for grants and subgrants. A part of the eGovernment initiative, ***e-Grants*** reduces the time and paperwork involved in the application process and manages the processing, from submission of an application through the entire grant life cycle. ***e-Grants*** replaces the paper-based process that has previously been used.

What *e-Grants* Can Do

e-Grants allows users to:

- ♦ Create and submit a subgrant preapplication to the grant applicant
- ♦ Create and submit a subgrant application to the grant applicant
- ♦ Review and process subgrant applications
- ♦ Create and submit a grant application to FEMA
- ♦ Review and process grant applications

e-Grants currently processes applications for the following types of grants:

- ♦ Flood Mitigation Assistance (FMA)
- ♦ Non-competitive Pre-Disaster Mitigation (PDM) Programs

Who Uses *e-Grants*?

e-Grants is for:

- ♦ FEMA Regional FMA and PDM coordinators
- ♦ Assistance officers and Regional management
- ♦ State points of contact for implementing the FMA and PDM programs
- ♦ Local community officials who would like to submit applications for funding

- Federally recognized Tribal governments. *Note: A tribe may apply either as a grant applicant directly to FEMA or as a subgrant applicant through a Tribal grant applicant or State agency.*
- FEMA headquarters program and administrative offices

How Applications Are Processed

e-Grants uses the same preparation and processing of applications as in the paper-based process. The main difference is that applications are created online and submitted electronically:

- A subgrant applicant creates a subgrant application using ***e-Grants***. When the subgrant application is complete, the subgrant applicant submits the application, which is forwarded to the appropriate grant applicant for review.
- The grant applicant reviews the subgrant application for eligibility. The grant applicant may request revisions to the subgrant application. If changes are requested, the subgrant applicant may revise the subgrant application and resubmit it to the grant applicant.
- Once the subgrant application is approved, the grant applicant may include the subgrant in a grant application to FEMA. Subgrants that are not selected are stockpiled for future consideration.

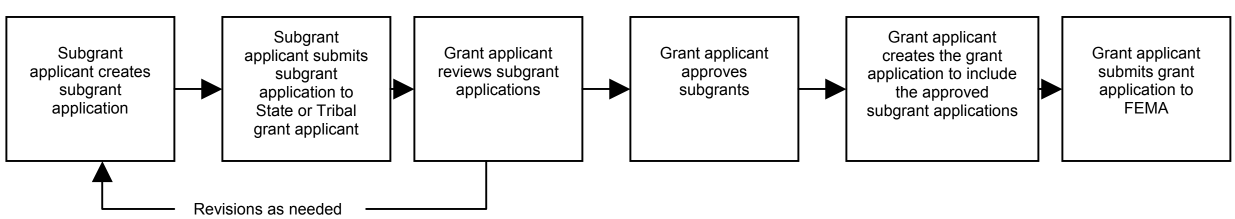


Figure 1: Application Flow through e-Grants

Becoming a Registered User

You must be a registered user to use ***e-Grants***. To become a registered user of ***e-Grants***, contact your State and request user access. You will receive information that will allow you to register.

Internet Access

Because ***e-Grants*** is a Web-based system, you must have Internet access and email service to become a registered user and access ***e-Grants***. You are free to choose any Internet service provider (ISP) and email service that meet your needs.

System Requirements

e-Grants is accessed via a personal computer with either:

- Microsoft Internet Explorer, version 5.0 or later, with 128-bit encryption or
- Netscape, version 4.7 or later, with 128-bit encryption.

User ID and Password

User access to ***e-Grants*** is authenticated via a User ID and a password to protect the integrity of the system and the application information.

You will create your own User ID and password the first time you access the ***e-Grants*** site.

It is your responsibility to secure and protect your User ID and password from easy detection and use by unauthorized users. Anyone with your User ID and password can log-on to ***e-Grants*** as *you*, and the system cannot tell the difference. As a precaution, consider changing your password every 30 to 90 days.

If at any point you believe your User ID and password have been compromised, immediately notify your FEMA Regional office.

Using the Mitigation *e-Grants* System

Using *e-Grants*

e-Grants offers written directions and helpful hints at the beginning of each screen and at critical positions on each screen.

Navigating within *e-Grants*

You navigate through ***e-Grants*** much the same way you navigate through other Web-based applications:

- Click on a button to perform a function
- Click on a blue link to move to a specific place in the application
- Use the [TAB] key to move from field to field
- Enter text into text boxes in the format described next to the field
- Use drop-down menus to make selections where applicable
- Use the scroll bars to move up and down through the screens
- Click on underlined help links to access help screens

> ***Caution: Do not use** the **Back** and **Forward** buttons on the browser toolbar to move through the application.* Instead use the application buttons—***Go Back***, ***Save***, and ***Save and Continue***—located at the bottom of the screens. Using these application buttons ensures that the information you enter is saved and stored in ***e-Grants***. Failure to use these application buttons could result in loss of your data.

Menus

Like most Web-based solutions, ***e-Grants*** is menu driven. Several types of menus are used in ***e-Grants***.

The **Main Menu**, located across the bottom of the screen, allows you to navigate to various user features in ***e-Grants***, for example:

- FEMA Home
- e-Grants Home
- Contact Us
- Frequently Asked Questions
- Glossary
- Help

Task menus, such as those found on the Subgrant Applicant Home Page, allow you to navigate to a particular task to perform, for example:

- Create New Application
- Update/Complete Un-submitted Applications
- Revise/Amend Submitted Applications

The **sidebar menu**, shown to the left of the Subgrant Application window, allows you to move to a specific section of the subgrant application without having to view each section consecutively.

Entering Data

To enter data into a field, click on the field, positioning the cursor in the first position of the field. Then type the data into the field. If the data must be entered in a specific format, an example of that format is shown next to the field.

To change data you have entered in a field, click on the field, delete the data you previously entered, and type in the new, correct data. Remember to save the data by clicking on the ***Save*** or ***Save and Continue*** buttons at the bottom of the screen to ensure that the data you entered are saved in ***e-Grants***.

As you progress through ***e-Grants***, you will sometimes encounter fields that have already been filled with data. ***e-Grants*** fills these fields for you, on the basis of information you have previously entered, reducing the amount of data you need to enter.

Required Fields

Certain fields within each section of the application are required. Required fields are designated by an asterisk (*).

Data must be entered into all of the required fields before an application can be submitted. You can, however, save data you have entered into a section of the application and then return to that section at a later time to complete all of the required fields.

e-Grants tests for data in the required fields only in the final stages of preparation when an application is being reviewed and submitted. Required fields can remain empty until that time.

Saving Data

As you enter data and move from section to section in creating or revising a subgrant application, you must save your data. Two save buttons are provided at the bottom of each section:

♦ ***Save and Continue***—saves the data you have entered in a section of the application and automatically moves you to the next section of the application

♦ ***Save***—saves the data you have entered in that section of the application, but does not automatically move you to the next section of the application

Failure to use the save buttons will result in loss of the data you have entered *since the last time you clicked on the **Save** or **Save and Continue** button.*

Grayed Buttons

As you access different screens and functions within ***e-Grants***, you will notice that, at various points, certain buttons are grayed out, which indicates that they are not activated for use at that particular point. At several points, however, information must be provided in a prior field in order to activate a grayed button, and simply clicking on the ***Save*** button will cause an inactive button to become active.

Getting Help

Help with ***e-Grants*** is available to you from a variety of sources.

Field Help

Many fields offer a Help feature. Click on **Help** located at the end of a field to receive an explanation of the information that is expected in that field.

Application Help

Help at the application level is offered in a variety of ways, all of which are accessible from the Main Menu that appears at the bottom of the ***e-Grants*** screen:

- ***e-Grants Help***—allows you to access help, including hints and tips for first-time users, help on technical issues, and lists of resources
- ***Glossary***—defines key terms used within ***e-Grants***
- ***Frequently Asked Questions***—answers questions that users frequently ask about ***e-Grants***

Technical Support

For additional help, contact your FEMA Regional office or contact the help desk at ***1-866-476-0544.*** The help desk is open Monday through Friday 8:00 am to 10:00 pm, Saturday 10:00 am to 5:00 pm, and Sunday 12:00 pm to 5:00 pm Eastern time through July 2003. You can also email the help desk at MTeGrants@fema.gov.

Logging On to the Mitigation *e-Grants* System

How to Access the Mitigation *e-Grants* System

You access ***e-Grants*** via the Internet.

Note: To access ***e-Grants***, you must first have Internet service and an email account.

When you contact your State or Tribe for access to ***e-Grants***, you will be given the ***e-Grants*** Web site address and a special Access ID, which will allow you to request registration and create your User ID and password.

To access the Mitigation *e-Grants* Web site:

1. Contact your State or Tribe to request user access.
2. Establish your Internet connection and open your browser window.
3. Enter the Web site address into the Address field of your browser and press **Enter**. The FEMA—Access Management System screen is displayed.

Applying for Access and Creating Your User ID

You must complete the **Mitigation *e-Grants* Application** to request access to ***e-Grants*** and to create your User ID and password before you can access ***e-Grants*** to perform any tasks, such as creating a subgrant application. You will be notified by email when your application for access is approved. You only create a User ID and password the first time you login to ***e-Grants***.

Even though the Access ID allows you to access the ***e-Grants*** registration process, your request for registration and the User ID and password you create must be approved before you can use them to access the ***e-Grants*** system to perform tasks.

To apply for access to *e-Grants* and create your User ID and password:

1. Establish your Internet connection and open your browser window.

2. Enter the Web site address provided by FEMA into the address field and press Enter. The FEMA—Access Management System screen is displayed.

3. Click on **New User** in the Login box.

4. Enter the **Access ID** you were given by your FEMA Regional office and press **Enter**.

5. Complete the data boxes by entering text and making the appropriate selections from the drop-down menus. When you have completed all of the fields, click on the ***Submit*** button at the bottom of the form. Your information is submitted for registration.

Your User ID and password are **case-sensitive**. You will only create a User ID and password the first time you register with ***e-Grants***.

6. You will be notified by email when your registration has been approved or disapproved.

Note: The grant applicant must be registered with ***e-Grants*** before any of its subgrant applicants can be registered. If information you entered when you created your User ID changes, you must update this information in your user profile.

Logging In Once You Are a Registered User

Once you are a registered user of the Mitigation ***e-Grants*** System, you log directly into the system by entering your User ID and password.

To login to *e-Grants*:

1. Access the Mitigation ***e-Grants*** Web site.

2. Enter your **User ID** and **password** and click on the ***Login*** button. The Subgrant Applicant Home Page is displayed.

Changing Your User Profile

Over time, certain information, such as your telephone number or email address, may change. If information you entered when you created your User ID changes, you should update this information in your ***e-Grants*** user profile.

To change your user profile information:

1. Login to the Subgrant Applicant Home Page.
2. Click on **Edit Profile** at the top of the screen. The Edit Profile screen is displayed.
3. Click on the field to be changed. Enter the new information.
4. When you have changed all of the information you need to change, click on the ***Save*** button at the bottom of the screen. Your user profile is updated.

The Subgrant Applicant Home Page

The **Subgrant Applicant Home Page** is the primary navigation tool used to access the different activities within ***e-Grants***. It is from this screen that you select an activity to perform, including:

- ♦ Creating a new subgrant application
- ♦ Working on an unsubmitted subgrant application
- ♦ Revising or amending a submitted subgrant application

These activities are accessed by clicking on the appropriate activity link.

Logging Out of ***e-Grants***

When you are finished performing your tasks in ***e-Grants***, you should exit the system by logging out. Do not simply click on the "X" and close the window, because this may leave your ***e-Grants*** session active.

To logout of *e-Grants:*

1. From the **Subgrant Applicant Home Page** or many other screens in ***e-Grants***, click on the ***Logout*** button located at the bottom of the screen or click on the **Logout** menu option in the upper right corner of ***e-Grants*** window.

Creating a Subgrant Application

Subgrant Applications in *e-Grants*

A main function of ***e-Grants*** is to allow you to create and submit your subgrant applications electronically. Through ***e-Grants***, you can electronically prepare and submit:

- Planning applications
- Project applications
- Technical assistance applications

The information you complete in ***e-Grants*** is essentially the same information that is currently provided on paper, except that in ***e-Grants*** it is electronic. When creating an application, ***e-Grants*** requests information that is needed or required, according to the type of application you select. In addition, ***e-Grants*** ensures that you have provided all of the data elements required to process the application and, where appropriate, validates the format of the data.

Sections of the Application

As with the paper application, you must complete different sections of the subgrant application depending on the type of subgrant application you are creating. ***e-Grants*** automatically presents you with the sections you must complete, according to the type of application you specify at the beginning of the process.

Table 1: Applicable Sections of the Subgrant Application

Section	Type of Subgrant Application		
	Project	Planning	Technical Assistance
Applicant Information	✔	✔	✔
Contact Information	✔	✔	✔
National Flood Insurance Program (NFIP) Status	✔	✔	✔
Mitigation Plan Information	✔	✔	
Mitigation Activity Information	✔	✔	✔
Hazard Information	✔	✔	
Community Information	✔	✔	✔
Scope of Work	✔	✔	✔
Properties	✔		
Decision-Making Process	✔		
Cost Estimate	✔	✔	✔
Match Sources	✔	✔	✔
Cost-Effectiveness Information	✔	✔	✔
Environmental Information	✔	✔	✔
Maintenance Schedule	✔		
Comments and Attachments	✔	✔	✔
Assurances and Certifications	✔	✔	✔

Note: Your State or Tribe may or may not require its subgrant applicants to complete the Assurances and Certifications section.

How to Create a New Subgrant Application

e-Grants collects the same information as is required for the paper application.

Although ***e-Grants*** steps you through creating a subgrant application, you may find it helpful, for reference, to look at a copy of a paper subgrant application that was successful the first few times you create a new subgrant application. This is not necessary, but some users find it helpful.

To create a new subgrant application:

1. From the Subgrant Applicant Home Page, click on **Create New Application**. The Create New Application screen is displayed.
2. Enter an application title and select the application type from the drop-down list. Click on the ***Save and Continue*** button. The Start New Subgrant Application screen is displayed.
3. Click on the ***Start New Application*** button. The Application Status screen is displayed.
4. Using the sidebar menu, click on **Applicant Information**. The Applicant Information screen is displayed.

You can access each section of the subgrant application either by clicking on the section's Incomplete links in the Status window or by clicking on the specific section in the sidebar menu.

Remember*:* ***Do not use*** *the* ***Back*** *and* ***Forward*** *buttons on the browser toolbar to move through the application.* Instead use the application buttons—***Go Back***, ***Save***, and ***Save and Continue***—located at the bottom of the screens. Using these application buttons ensures that the information you enter is saved and stored in ***e-Grants***. Failure to use these application buttons could result in loss of your data.

5. Enter the data elements requested. If you have any questions about the data you are entering or if you need help finding information, please contact your FMA or PDM coordinator.

Remember: Required fields are designated with an asterisk (*). Information must be entered into all of the required fields before the application can be submitted, but if you do not have all of the required information at this point, you may enter what you have, save the information, and return later to complete the remaining fields.

6. When you have finished entering the data in this section, click on the ***Save and Continue*** button. The next section required for the subgrant application is displayed.

Be sure to either ***Save*** or ***Save and Continue*** before you move from one section to another to ensure that the data you entered are saved in ***e-Grants***.

7. Continue entering information into the different sections of the application until you have completed each section. When you have entered all of the information, your application is ready to be reviewed and submitted.

In the Scope of Work section, each phase must have at least one task before the section is shown as Complete.

In the Environmental Section, the **Comments** field is not subsection-specific. Be sure to use the ***Save*** or ***Save and Continue*** buttons as you enter comments in each subsection. See the field-specific Help link for more information.

Attaching Documents, Maps, and Studies to Your Application

Many times, additional documents, maps, and studies are necessary or helpful in the processing of your application. These items can be electronically attached to your subgrant application or you can indicate that you are sending hard copies of these documents by regular mail.

You can attach a document to a subgrant application while you are completing a particular section or in the **Comments and Attachments** section of the application. The process for attaching a document while in any section of the application is very similar. The process for attaching a document in the **Comments and Attachments** section is described in this guide.

To attach documents, maps, and studies to your application:

1. From anywhere in the application, click on **Comments and Attachments** on the sidebar menu. The Add Comments and Attachments screen is displayed.
2. Select the section to which you want to attach the document.
3. Click on the ***Add Attachment*** button. The Attach Document screen is displayed.
4. Select the type of attachment **Option**—Regular mail or Electronic File.
5. If you selected Electronic File, complete the fields describing the file format. Enter the name of the file to be attached (uploaded) to the application.
6. Click on the ***Save and Continue*** button.

Updating/Completing an Unsubmitted Application

Many times you will not have all of the information necessary to complete an application when you first begin creating the application. ***e-Grants*** allows you to create the application, enter the information you have, save the application, and then return at a later time to update and complete the application.

It is important to remember that even though you have created and saved a subgrant application, it is not submitted for processing until you click on the ***Submit Application*** button.

To update or complete an unsubmitted application:

1. Access the Subgrant Applicant Home Page.
2. Click on **Update/Complete Un-submitted Applications**. The Subgrant Status: Un-submitted Applications screen is displayed, showing a list of your un-submitted applications.

3. Click on the **Update Application** link in the Action column for the subgrant application you want to update or complete. The Application Status screen is displayed, showing the sections that are required for this type of application. The status of each section is shown as **Complete** or **Incomplete**.

4. Using the sidebar menu, click on the section of the application you want to update or complete. That section of the application is displayed.

If the section you want to update has already been marked as completed, you may still make changes, if needed. Click on the **Complete** link. The section is displayed, allowing you to revise the information you previously entered.

5. Click on the field(s) into which you want to enter data and enter the data. When you have finished entering data for this section, click on the ***Save and Continue*** button to save your new data. The next section required for the subgrant application is displayed.

Be sure to either ***Save*** or ***Save and Continue*** before you move from one section to another to ensure that the data you entered are saved in ***e-Grants***.

At any point, you may click on Application Status at the top of the sidebar menu to display the current status of each section of the subgrant application. This updated status will tell you which sections are currently **Complete** and which are **Incomplete**.

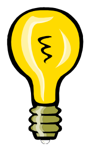
6. Continue accessing the sections you need to complete until you have accessed and entered data for each section you wanted to update or complete.

7. When you have finished, click on the **Return to Home Page** link at the bottom of the sidebar menu. The Subgrant Applicant Home Page is displayed.

If you have completed all of the sections of the application, your application is ready to be reviewed and submitted.

Copying an Existing Subgrant Application

Once you have created a subgrant application, if you have other subgrant applications to create that are similar you may use the copy function in ***e-Grants*** to copy all or parts of the same subgrant application type into a new subgrant application. You should then access the fields that are different, change their values, and save the new subgrant application.



Using the **Copy** feature in ***e-Grants*** can save a lot of time if much of the information to be provided is the same as the information in the existing application. Examples are activities in the same community or two applications with the same project type.

To create a new subgrant application by copying an existing subgrant application:

1. From the Subgrant Applicant Home Page, click on **Create New Application**. The Create New Application screen is displayed.
2. Enter an application title and select the application type. Click on the ***Save and Continue*** button. The Start New Application screen is displayed, showing the list of subgrant applications you have already created.
3. Click on the radio button next to the name of the subgrant application you want to copy to select it.
4. Click on the ***Copy Existing Application*** button. The Copy Application Sections screen is displayed.
5. Select the checkbox for **Entire Application** or click on the checkboxes for the individual sections you want to copy. Click on the ***Save and Continue*** button. The Application Status screen is displayed.
6. Using the sidebar menu, click on each section of the application to review its contents and change the data as needed. As you finish each section, click on the ***Save and Continue*** button to save your new data. The next section required for the subgrant application is displayed.

Be sure to access each section of the new application and review the data elements to ensure that the copied data are applicable to this new application you are creating.

7. When you have reviewed each section and changed all of the data that needed to be changed, your new subgrant application is ready to be reviewed and submitted.

Access to Unsubmitted Subgrant Applications

e-Grants allows you to authorize other ***e-Grants*** users to access your subgrant applications.

To authorize access to a subgrant application:

1. Access the Subgrant Applicant Home Page.
2. Click on **Update/Complete Un-submitted Applications**. The Subgrant Status: Un-submitted Applications screen is displayed, showing a list of your unsubmitted applications.
3. Click on the **View Details** link in the Authorize/Revoke Access column for the appropriate subgrant application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this subgrant application.
4. Click on the ***Authorize Access*** button. The Find Registered Users screen is displayed. Enter search criteria to locate the user for whom you want to authorize access. Click on the ***Search*** button. The Search Results screen is displayed, showing all of the users who meet the criteria you specified.
5. Click on the radio button next to the user for whom you want to authorize access. Click on the ***Authorize Access*** button. The Update Access screen is displayed.
6. Click on the appropriate checkboxes to specify the access permissions you want to authorize.
7. Enter a period of time for which you want this authorization to last.

8. Select the appropriate unit of time from the drop-down menu.
9. In the **Justifications** text box, enter any information you want to retain concerning this authorization.
10. When you have finished, click on the ***Save and Continue*** button. The Authorize/Revoke Access screen is displayed, showing the user added to the list of users who have access to this selected subgrant application.
11. Click on the ***Authorize Access*** button to authorize access for other users, or click on the ***Return to Homepage*** button to return to the Subgrant Applicant Homepage.

To change or update a user's access permissions:

1. Access the Subgrant Applicant Homepage.
2. Click on **Update/Complete Un-submitted Applications**. The Subgrant Status: Un-submitted Applications screen is displayed, showing a list of your unsubmitted applications.
3. Click on the **View Details** link in the Authorize/Revoke Access column for the appropriate subgrant application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this subgrant application.
4. Click on **Update** in the Action column for the user whose permissions you want to change. The Update Access screen is displayed, showing the current setting of the access permissions.
5. Click on the appropriate checkboxes to change the access permissions you want to authorize.
6. Enter a period of time for which you want this authorization to last.
7. Select the appropriate unit of time from the drop-down menu.
8. In the **Justifications** text box, enter any information you want to retain concerning this authorization.

9. When you have finished, click on the ***Save and Continue*** button. The Authorize/Revoke Access screen is displayed, showing the user added to the list of users who have access to this selected subgrant application.

10. Click on the ***Authorize Access*** button to authorize access for other users, or click on the ***Return to Homepage*** button to return to the Subgrant Applicant Homepage.

To revoke a user's access permissions:

1. Access the Subgrant Applicant Homepage.

2. Click on **Update/Complete Un-submitted Applications**. The Subgrant Status: Un-submitted Applications screen is displayed, showing a list of your unsubmitted applications.

3. Click on the **View Details** link in the Authorize/Revoke Access column for the appropriate subgrant application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this subgrant application.

4. Click on **Deny/Revoke** in the Action column for the user whose permissions you want to change. The Deny/Revoke Access screen is displayed, showing the current setting of the access permissions.

5. Click on the ***Yes*** button to confirm that you want to revoke this user's access to this subgrant application. The Authorize/Revoke Access screen is displayed, showing the user has been removed from the list of users who have access to this selected subgrant application.

6. Click on the ***Authorize Access*** button to authorize access for other users, or click on the ***Return to Homepage*** button to return to the Subgrant Applicant Homepage.

Reviewing and Submitting Your Subgrant Application

When you have completed all of the sections of the subgrant application, review the application for completeness, and then submit the application for processing.

To review and submit your application:

1. Access the subgrant application you are ready to submit.
2. Click on **Review and Submit Application** on the sidebar menu. The Review and Submit Application screen is displayed. The status of sections that are missing information and need to be completed before submission is shown as "Incomplete."
3. Click on **Incomplete** to access that section of the application that needs completion. Click on the designated field(s) and enter the missing information. Click on the ***Save*** button.

Be sure to either ***Save*** or ***Save and Continue*** before you move from one section to another to ensure that the data you entered are saved in ***e-Grants***.

4. When all of the sections have been completed, click on **Review and Submit Application** on the sidebar menu. The Review and Submit Application screen is displayed, showing the status of each section.
5. Enter your password in the **Password** field, and click on the checkbox to sign the application.
6. Click on the ***Submit Application*** button. The Submit Application Results screen is displayed. Your subgrant application is electronically submitted to your State or Tribe for processing.
7. Click on the ***Return to Homepage*** button. The Subgrant Applicant Homepage is displayed.

Working with Submitted Subgrant Applications

Viewing the Status of a Submitted Application

Once you have submitted a subgrant application to your State or Tribe, you may monitor its status in ***e-Grants*** as it is reviewed and either approved or disapproved.

To view the status of a submitted subgrant application:

1. Access the Subgrant Applicant Homepage.
2. Click on **Revise/Amend Submitted Applications**. The Subgrant Status: Submitted Applications screen is displayed, showing a list of your submitted applications. The current status of each subgrant application is shown in the Review Status column.

Revising/Amending a Submitted Application

Occasionally, your State or Tribe will request that changes be made to a subgrant application to increase its chance of award. ***e-Grants*** allows you to easily make revisions to a submitted subgrant application and then resubmit the application to your State or Tribe. You will be notified of a request for revisions through an email message from your State or Tribe reviewer.

To revise a submitted subgrant application:

1. Access the Subgrant Applicant Homepage.
2. Click on **Revise/Amend Submitted Applications**. The Subgrant Status: Submitted Applications screen is displayed, showing a list of your pending tasks.
3. Click on **Update Application** in the Action column. The Application Status screen is displayed. The revisions that the grant applicant is requesting are shown at the top in the **Grant Applicant Revision Comments** field. The deadline for making the revisions is shown in the **Revision Deadline** field.

4. Identify from the Grant Applicant Revision Comments which section or sections need revision.

5. Using either the sidebar menu or the **Complete** link, click on the first section to be revised. The section's Review screen is displayed.

6. Click on the first field to be revised and enter the necessary updates or revisions. When you have made all of the revisions for this section, click on the ***Save*** button.

7. Continue using the sidebar menu or the **Complete** link to access and revise all of the appropriate sections of the application. Click on the ***Save*** button when you have finished revising each section before moving on to the next section.

8. When you have made all of the requested revisions to the application, click on **Review and Submit Application** on the sidebar menu. The Review and Submit Application screen is displayed, showing the status of each section.

9. Enter your password in the **Password** field and click on the checkbox to sign the application.

10. Click on the ***Submit Application*** button. The Submit Application Results screen is displayed. Your subgrant application is electronically submitted to your State or Tribe for processing.

11. Click on the ***Return to Homepage*** button. The Subgrant Applicant Homepage is displayed.